Georgia Balance of State Continuum of Care

Standards, Rating and Project Selection Committee
Approved September 24, 2014

2014 Georgia Balance of State Continuum of Care Competition

Georgia's Balance of State (BoS) Continuum of Care (CoC) is issuing the following guidance for the 2014 Notice of Funding Availability (NOFA) competition. This guidance applies to all renewing Continuum of Care grants for permanent housing, transitional housing and supportive services only as well as for new applications for rapid re-housing and bonus permanent supportive housing. This announcement is being announced in accordance with HUD's NOFA for the HUD Continuum of Care programs (Docket No. FR-5800-N-30), https://www.hudexchange.info/resources/documents/nofa-for-fy2014-funds-in-the-fy2013-fy2013-coc-program-competition.pdf.

Renewal Application Information

Please note that there are significant procedural changes to the competition this year. Applicants must ensure that they note the differences and submit their pre-applications accordingly.

- The renewal pre-application was released on September 12, 2014 and is due at 12:00 pm noon, September 26, 2014.

- The HUD NOFA was released on September 15, 2014, and *e-snaps*, the online HUD application, also opened for agencies on the same date.

- Informational webinars about the application process were held on September 17, 2014 and September 19, 2014, and the materials from the webinar are available on the DCA website.

- All renewal applicants for the competition must submit a review application package to the Department of Community Affairs. This package needs to include:
  - The renewal pre-application;
  - The most recent project APR that was submitted to HUD; and
  - The most recent HUD monitoring report (no matter how dated).

- All complete renewal packages need to be received by the CoC Collaborative Applicant, the Department of Community Affairs, by September 26, 2014 at 12:00 pm noon. Submissions can be:
  - Emailed to Tina Moore, CoC Coordinator, at tina.moore@dca.ga.gov; or
  - Mailed to Tina Moore, CoC Coordinator, 60 Executive Park South NE, Atlanta, GA 30329.

- It is the responsibility of the agencies to assure that all the application materials, whether emailed or mailed, are received by Tina Moore, by the above deadline. Late submissions

of the review application package will lose 5% of the total points available in the competition (excluding bonus points) for each working day that the package is late.

- In addition to the application packet described above, all applicants for renewing projects must also complete the HUD application in *e-snaps* by October 16, 2014. Additional information about *e-snaps* is listed below.

- All existing grants must pass the review and will then be ranked according to specific criteria. The criteria will consist of data from the most recent Annual Performance Report (APR), current data in the Homeless Management Information System (HMIS), project performance, the most recent DCA monitoring visit, and the scoring of the review application. This will be scored by an independent review panel that will then consolidate the scores and rank the projects. The independent review panel will submit their results to the collaborative applicant who will publish the results.

- The BoS CoC has identified permanent housing as its number one priority and will be awarded bonus points.

- Points will be available for agencies that participate in CoC planning and annual homeless counts.

- Housing projects, or projects that are designed to directly support housing, will receive points in the competition.

- Renewal projects will be scored on the following scale:
    - 50 possible points – Independent review of project application
    - 120 possible points – Project performance data review
    - Deduction of 5% of total possible scored points (independent review and project performance) for each working day the application is late
    - 30 bonus points – Local CoC priority

- The complete review criteria is posted on the Balance of State Continuum of Care webpage at http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnly.asp. Applicants are strongly advised to review the criteria before submitting an application.

- Applicants should also thoroughly read the HUD NOFA for all relevant criteria (https://www.hudexchange.info/resource/4032/nofa-for-fy2014-funds-in-the-fy2013-fy2013-coc-program-competition/) as well as the guidance that has been provided by HUD (https://www.hudexchange.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/).

- The renewing projects which are highest scoring will be ranked as BoS CoC Tier 1 projects, and lower scoring projects representing the bottom 5% in funds requested will, generally, be ranked as BoS CoC Tier 2 projects. Please note that the amount of funds that will be reallocated and available for new projects is currently unknown.

- Please note that the BoS CoC is required by CoC regulations to operate a HMIS, establish a "centralized or coordinated assessment system," and carry out planning activities in

accordance with the Interim regulations. The renewal projects for centralized or coordinated assessment, continuum of care planning, and HMIS will therefore be placed into Tier 1.

- Bos CoC Tier 2 projects will be replaced by new applications for rapid re-housing, provided the new applications pass the threshold review and score high enough.

- Applicants will have the right to appeal to HUD if they believe that the Continuum has unfairly placed their project in Tier 2 or rejected the project outright. The appeal MUST be carried out in the timeframe and process announced by HUD within the NOFA. Due to the short timeframe established within the NOFA, the Continuum does not manage an appeals process.

- Projects that are in the process of being transferred or were newly awarded from the previous competition are exempt from this competition and will be automatically included in Tier 1.

- Applications must meet HUD's match requirements and have at least 125% of the amount of the HUD funding request in total leveraging to score the maximum amount of points available for match and leveraging. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served by the proposed project. While leveraging includes all cash and in-kind matching resources, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided <u>by sources other than HUD</u>. HUD guidelines state that projects should only report match and leveraging where there are commitment letters on file that are dated within 60 days of the CoC application deadline.

New Rapid Re-Housing Project Application Information

This year, the BoS CoC will seek applications for new rapid re-housing (RRH) projects, rather than permanent supportive housing applications, to ensure sufficient permanent housing options for families within the community.

- The HUD NOFA was released on September 15, 2014, and *e-snaps*, the online HUD application, also opened for agencies on the same date.

- The new project pre-application will be released on September 24, 2014 and is due at 2:00 pm, October 6, 2014.

- An Informational webinar about the application process will be held on October 1, 2014, at 11:00 am, and the presentation materials from the webinar will be available on the DCA website. Login information will be sent to all interested parties who submit a Proposal Outline by the deadline listed below.

- Eligible applicants for new RRH projects include all agencies with existing CoC NOFA grants within the Balance of State and nonprofits, units of Government, and Housing Authorities that wish to make application for new grants.

- All agencies interested in applying for a new RRH project should complete and submit a Proposal Outline (Letter of Intent) to alert the Collaborative Applicant of their intent. The Proposal Outline form is available on at:

http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGrantee sOnly.asp. **Proposal Outlines need to be received by Tina Moore, CoC Coordinator, at tina.moore@dca.ga.gov, by 12:00 pm noon, on September 30, 2014.** Submitting a Proposal Outline will signal DCA staff to forward information to organizations (intending to submit a new project application) regarding the New Applicant webinar, HUD training events, webinars, etc., as well as any updated COC policies, updated scoring criteria, notice of CoC changes, etc. This information will be sent to renewal applicants automatically.

- All agencies submitting an application for a new RRH project must submit a complete application package to the Department of Community Affairs. A complete application package includes:
    - Five (5) copies of the new project pre-application (including match/leveraging documentation);
    - The agency 501(c)(3), if applicable (one copy);
    - An independent financial audit, or equivalent financial statement (one copy); and
    - A current 990 IRS Form: Return of Organization Exempt from Income Tax, if applicable (one copy).

- **All complete new project packages must be received by the CoC Collaborative Applicant, the Department of Community Affairs, by October 6, 2014 at 2:00 pm**. Submissions must be mailed to:
    - Tina Moore, CoC Coordinator, 60 Executive Park South NE, Atlanta, GA 30329.

- It is the responsibility of the agencies to assure that all the application materials are received by Tina Moore, by the above deadline. No late submissions for new projects will be accepted.

- In addition to the application packet described above, **all applicants for new RRH projects must also complete the HUD application in *e-snaps* by October 10, 2014**. Additional information about *e-snaps* is listed below.

- All new proposals for RRH projects must pass the threshold review and will then be ranked according to specific criteria. The applications will be scored by an independent review panel that will then rank the projects. The independent review panel will submit their results to the collaborative applicant who will publish the results.

- New project proposals will be scored on a 105 point scale.

- The complete new RRH project criteria is posted on the Balance of State Continuum of Care webpage at http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGrantee sOnly.asp. Applicants are strongly advised to review the criteria before submitting an application.

- Applicants should also thoroughly read the HUD NOFA for all relevant criteria (https://www.hudexchange.info/resource/4032/nofa-for-fy2014-funds-in-the-fy2013-fy2013-coc-program-competition/) as well as the guidance that has been provided by HUD (https://www.hudexchange.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/.

- The new RRH projects which have the highest scores will be ranked as BoS CoC Tier 2 projects (representing the bottom 5% of funds requested), based on their score. Please note, the amount of funds that will be reallocated and available for new projects is currently unknown.

- The BoS CoC may only submit new projects to the extent that funding from other projects is reallocated or reduced. The amount available as a result of reallocation is currently unknown.

- Any new RRH project which is funded is limited to one year project (and subsequent renewals).

- The estimated amount available may increase as a result of any threshold denials or rental assistance requested with reduced FMR costs.

- Even if ranked and put forward by the BoS CoC for funding, HUD reserves the right to accept or reject proposals submitted by the BoS CoC.

- The average proposal size for a new RRH project will depend on the area and coverage of the proposed program. The Continuum anticipates the average size of a large regional or metro area application to be approximately $250,000. Smaller program designs, particularly in southern or rural parts of the State must be a minimum of $100,000.

- These projects must demonstrate how they will prioritize for assistance the target group, with priority on serving those with the longest histories of homelessness.

- Applicants must clearly demonstrate that they have experience and sufficient capacity to serve fragile, chronically homeless, and service resistant clients.

- Applications must meet HUD's match requirements and have at least 125% of the amount of the HUD funding request in total leveraging to score the maximum amount of points available for match and leveraging. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served by the proposed project. While leveraging includes all cash and in-kind matching resources, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided <u>by sources other than HUD</u>. HUD guidelines state that projects should only report match and leveraging where there are commitment letters on file that are dated within 60 days of the CoC application deadline.

Threshold Criteria for All New Rapid Re-Housing Project Applications

The Continuum reserves the right not to review incomplete applications or projects that don't meet eligibility requirements. A*PPLICATIONS MAY RECEIVE A THRESHOLD DENIAL FOR ANY OF THE FOLLOWING REASONS:*
- Agency does not meet HUD's eligibility criteria
- Agency lacks adequate capacity to carry out grant
- Application proposes ineligible costs or activities
- Application proposes to serve ineligible populations

- Application does not show required match or insufficient commitments for leveraging
- Compliance or performance issues on current projects
- Project does not demonstrate adequate impact or cost effectiveness
- Project does not meet key federal requirements
- New proposals must be located within Georgia's 152 county Balance of State Continuum of Care jurisdiction. Applications proposing projects in the following jurisdictions are NOT ELIGIBLE to be submitted under the State's BoS CoC application: Atlanta, Fulton County, DeKalb County, Cobb County, Columbus-Muscogee County, Augusta-Richmond County, Athens-Clarke County, Savannah, and Chatham County. To submit an application in one of the listed jurisdictions, you MUST contact the appropriate CoC jurisdiction for information.
- Agency submits an incomplete application, which includes not submitting the necessary documents listed above.
- Agency does not utilize Pathways HMIS (or an approved family violence HMIS alternative) to capture client-level data on all clients in the project.

New Permanent Supportive Housing Bonus Project Application Information

HUD has included in the NOFA CoC competition for this year, a set amount of bonus money available specifically for permanent supportive housing. As a Continuum, the BoS CoC can submit one application for this bonus project.

- The competition will be based in the following counties ONLY, based on data analysis of chronic homeless need: Bibb, Clayton, Dougherty, Floyd, Glynn, Gwinnett, Hall, Houston, Lowndes, Rockdale, Tift, and Ware.

- Eligible applicants for the bonus project include all agencies with existing CoC NOFA grants, and units of Government and Housing Authorities that wish to make application for new grants. The competition is only open to projects which will serve 100% chronically homeless individuals.

- The project must be for scattered site leasing or tenant-based rental assistance and utilize no less than 70% for leasing, rental assistance or operating costs. No more than 30% can be utilized for supportive services.

- Limited to one year project (and subsequent renewals).

- Applicants must clearly demonstrate that they have experience and sufficient capacity to serve fragile, chronically homeless, and service resistant clients.

- Only one permanent supportive housing bonus application will be accepted on behalf of the entire Continuum. For the BoS CoC, the funding request cannot exceed $2,174,575.

- The HUD NOFA, which includes information regarding the bonus projects, was released on September 15, 2014, and *e-snaps*, the online HUD application, also opened for agencies on the same date.

- The bonus project pre-application will be released on September 24, 2014 and is due at 2:00 pm, October 6, 2014.

- An Informational webinar about the application process will be held on October 1, 2014, at 11:00 am, and the presentation materials from the webinar will be available on the DCA website. Login information will be sent to all interested parties who submit a Proposal Outline by the deadline listed below.

- All agencies interested in applying for the bonus project should complete and submit a 1 (Letter of Intent) to alert the Collaborative Applicant of their intent. The Proposal Outline form is available on at: http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnly.asp. **Proposal Outlines need to be received by Tina Moore, CoC Coordinator, at tina.moore@dca.ga.gov, by 12:00 pm noon, on September 30, 2014.** Submitting a Proposal Outline will signal DCA staff to forward information to organizations (intending to submit a new project application) regarding the New Applicant webinar, HUD training events, webinars, etc., as well as any updated COC policies, updated scoring criteria, notice of CoC changes, etc. This information will be sent to renewal applicants automatically.

- All agencies submitting an application for the bonus project must submit a complete copy of the application package to the Department of Community Affairs. A complete application package includes:
    - Five (5) copies of the new project pre-application (including match/leveraging documentation) ;
    - The agency 501(c)3, if applicable (one copy);
    - An independent financial audit, or equivalent financial statement (one copy); and
    - A current 990 IRS Form: Return of Organization Exempt from Income Tax, if applicable (one copy).

- **All complete new project packages must be received by the CoC Collaborative Applicant, the Department of Community Affairs, by October 6, 2014 at 2:00 pm**. Submissions must be mailed to:
    - Tina Moore, CoC Coordinator, 60 Executive Park South NE, Atlanta, GA 30329.

- It is the responsibility of the agencies to assure that all the application materials are received by Tina Moore, by the above deadline. No late submissions for new projects will be accepted.

- In addition to the application packet described above, all applicants for the bonus project **must also complete the HUD application in *e-snaps* by October 10, 2014.** Additional information about *e-snaps* is listed below.

- All proposals for the bonus project must pass the review and will then be ranked according to specific criteria. The applications will be scored by an independent review panel that will then rank the projects. The independent review panel will submit their results to the collaborative applicant who will publish the results.

- Bonus project proposals will be scored on a 115 point scale.

- The complete bonus project criteria is posted on the Balance of State Continuum of Care webpage at http://www.dca.ga.gov/housing/HousingDevelopment/programs/CoCApplicantsandGranteesOnly.asp.   Applicants are strongly advised to review the criteria before submitting an application.

- Applicants should also thoroughly read the HUD NOFA for all relevant criteria (https://www.hudexchange.info/resource/4032/nofa-for-fy2014-funds-in-the-fy2013-fy2013-coc-program-competition/) as well as the guidance that has been provided by HUD (https://www.hudexchange.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/.

- The bonus project proposal that scores the highest will be submitted to HUD as the BoS CoC bonus project application.

- Even if ranked and put forward by the BoS CoC for funding, HUD may or may not fund the project, depending on how the application and the CoC scores among others.

- If funded, the bonus project is limited to one year project (and subsequent renewals).

- The average proposal size for the bonus project will depend on the area and coverage of the proposed program.

- Applicants for the bonus project must be able to implement the project within six months of being awarded the grant.

- Applicants for the bonus project must demonstrate how they will prioritize for assistance the target group, with priority on serving those with the longest histories of homelessness.

- Applicants must clearly demonstrate that they have experience and sufficient capacity to serve fragile, chronically homeless, and service resistant clients.

- Applicants must have experience in, or the ability to implement, a comprehensive, holistic, fully functioning permanent supportive housing program.

- Applications for the bonus project must demonstrate that they will serve 100% chronically homeless individuals, and applicant must submit data showing need of homeless housing for the proposed project location.

- Applications must meet HUD's match requirements and have at least 200% of the amount of the HUD funding request in total leveraging to score the maximum amount of points available for match and leveraging. Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served by the proposed project. While leveraging includes all cash and in-kind matching resources, it is broader in scope, including any other services, supplies, equipment, space, etc. that are provided by sources other than HUD. HUD guidelines state that projects should only report match and leveraging where there are commitment letters on file that are dated within 60 days of the CoC application deadline.

Threshold Criteria for All Bonus Project Applications

The Continuum reserves the right not to review incomplete applications or projects that don't meet eligibility requirements. A*PPLICATIONS MAY RECEIVE A THRESHOLD DENIAL FOR ANY OF THE FOLLOWING REASONS:*
- Agency does not meet HUD's eligibility criteria
- Agency lacks adequate capacity to carry out grant
- Application proposes ineligible costs or activities
- Application proposes to serve ineligible populations
- Application does not show required match or insufficient commitments for leveraging
- Compliance or performance issues on current projects
- Project does not demonstrate adequate impact or cost effectiveness
- Project does not meet key federal requirements
- Proposals must be located within Bibb, Clayton, Dougherty, Floyd, Glynn, Gwinnett, Hall, Houston, Lowndes, Rockdale, Tift and Ware, but may serve additional counties, as needed.
- Agency submits an incomplete application, which includes not submitting the necessary documents listed above.
- Agency does not utilize Pathways HMIS (or an approved family violence HMIS alternative) to capture client-level data on all clients in the project.

Application and *E-Snaps* Information for All Renewal and New RRH and Bonus Applications

Applicants should review and follow the steps as outlined herein and in the NOFA to ensure that applications are complete and submitted in a timely basis.

For reference, the Continuum of Care Program Interim Rule was published in the Federal Register on July 31, 2012, and was effective on August 31, 2012. This information can be accessed at: https://www.onecpd.info/news/continuum-of-care-coc-program-interim-rule-posted/.

For information on accessing HUD's E-Snaps system to complete and submit a full BoS CoC Project Application, please go to: https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/. Note that once the competition begins, there will be a significant time delay if applicants need to register new users on the E-Snaps system. All applicants should ensure that they have access to the system immediately. The Continuum will publish further deadlines once the competition starts and this will include a deadline to enter data into E-Snaps.

DCA, as the Collaborative Applicant, will post any additional details of the competition and HUD resources as they become available on the Continuum of Care webpage. It is the applicant's responsibility to ensure that they check the website regularly to receive the latest guidance.

Projects must agree to enter client data into Georgia's BoS Homeless Management and Information System (Pathways Compass) and participate in the annual homeless counts in Georgia's BoS jurisdiction.

The Georgia Department of Community Affairs, as the Collaborative Applicant, believes in a commitment to end homelessness throughout the State of Georgia. To this end, DCA encourages all Continua and grantees to ensure that no household is turned away because they have previously resided in a differing Continuum.

Project applicants are required to register with Dun and Bradstreet to obtain a DATA Universal Numbering System (DUNS) number, if they have not already done so, and complete or renew their registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) per the General Section, III.C.2.b. and c. In July 2012, the CCR converted to the System for Award Management (SAM) found at www.SAM.gov. The new SAM website incorporates requirements for Central Contractor Registration (CCR). HUD will not enter into a grant agreement with an entity that does not have a DUNS Number or an active SAM.